

UNIVERSITY OF SWAZILAND
FACULTY OF SOCIAL SCIENCE
BACHELOR OF ARTS (SOCIAL SCIENCE) YEAR 3
SUPPLEMENTARY EXAMINATION PAPER: JULY 2005

TITLE OF PAPER: PUBLIC PERSONNEL ADMINISTRATION

COURSE CODE: PA 306

TIME ALLOWED: THREE (3) HOURS

INSTRUCTIONS:

1. ANSWER FOUR (4) QUESTIONS, TWO (2) FROM EACH SECTION
2. ALL QUESTIONS CARRY THE SAME MARKS OF TWENTY FIVE (25) EACH

THIS PAPER SHOULD NOT BE OPENED UNTIL PERMISSION HAS BEEN GIVEN BY THE INVIGILATOR

SECTION A

QUESTION 1

"People are the single greatest asset at the disposal of the organization and can be a source of competitive advantage if managed effectively". Discuss this statement from a Human Resource Management Perspective.

QUESTION 2

What factors might be considered as enhancing the status of personnel/HR specialists in the modern organization?

QUESTION 3

What is human resource planning? Why has human resource planning gained importance in both the public and private sectors?

QUESTION 4

What do you understand by job evaluation? Describe one principal type of job evaluation and identify the particular advantages and disadvantages associated with it.

SECTION B

QUESTION 5

Explain the circumstances under which an employer may legitimately dismiss an employee on the grounds of incapacity.

QUESTION 6

What do you consider to be the essential features of a model grievance procedure?

QUESTION 7

Discuss fully and critically the dispute resolution process in terms of the Industrial Relations Act of Swaziland of 2000.

QUESTION 8

With reference to the Employment Act of Swaziland, 1980 and the Industrial Relations Act of Swaziland, 2000, write short notes on the following:

- Constructive dismissal
- Fair reasons for dismissal
- Unfair reasons for dismissal
- Automatically unfair reasons for dismissal